

CD20-OWI-002

REVISION E

EFFECTIVE DATE: May 27, 2003

ORGANIZATIONAL ISSUANCE

CD20

EMPLOYEE AND ORGANIZATIONAL DEVELOPMENT DEPARTMENT DOCUMENT CONTROL

APPROVING
AUTHORITY

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
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CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		11/17/97	OWI was baselined.
Revision	A	7/01/99	ISO 9000 Quality Documents was changed to MSFC Integrated Document Library. 1.2 MSFC-P05.1 was changed to MPG 1410.1. 1.3 Office was changed to Department. 2.MSFC-P05.1 Document and Data Control was changed to MPG 1401.1 Document & Data Control for Organizational Issuances. MSFC-P16-1 was changed to MPG 1441.1. 3.2 Office was changed to Department. CO20 was changed to CD20. MSFC-P05-1 was changed to MPG 1410.1. 3.4 Director was changed to Manager. Office was changed to Department. Division was changed to Department. 8. CM21 was changed to CD20. Office Chief was changed to Manager. Office was changed to Department.
Revision	B	5/24/00	2. Applicable Documents - MPG 1441.1 Control of Quality Records was changed to MPG 1440.2 MSFC Records Management Program. 8. Canceled OWIs superseded OWIs will not be kept on file was deleted. Quarterly was changed to semi-annually. Quality Records. Stephanie Elliott, OPR for this Document, Building 4200, Room 346 was added.
Revision	C	8/09/00	Employee and Organizational Development Document Control Systems was changed to Employee and Organizational Development Document Control on the cover page.
Revision	D	5/22/02	Document re-written to incorporate Department restructure and to put in correct OWI format.
Revision	E	5/27/03	Deleted MPG 1440.2 from the Applicable Documents.

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1. PURPOSE

This Organizational Work Instruction (OWI) provides instructions for maintaining Level 4 MSFC Integrated Document Library. The purpose of the OWI is to establish the method for implementing the provisions of MPG 1410.1.

2. APPLICABILITY

This OWI applies to all OWIs prepared within the Employee and Organizational Development Department (EODD).

3. APPLICABLE DOCUMENTS

MPG 1410.1 Document and Data Control for Organizational Issuances

4. DEFINITIONS

4.1 Document Control Custodian (DCC). The person responsible for processing and maintaining the EODD OWIs and maintaining the OWI Master List.

4.2 Master List. A controlled list of EODD OWIs. The Master List will be in accordance with MPG 1410.1.

4.3 Office of Primary Responsibility (OPR). The Organization which prepares, authorizes release of, and maintains an OWI.

5. INSTRUCTIONS

5.1 All OWIs will be written, revised, maintained and cancelled in accordance with CD02-OWI-001.

5.2 New and revised OWIs will be approved by the Manager or Deputy Manager, EODD. The original, signed copies will be maintained by the DCC.

5.3 Semi-Annual review of OWIs will be conducted by the Manager or Deputy Manager to ensure currency and applicability.

6. NOTES

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None.

7. SAFETY PRECAUTIONS AND WARNING NOTES

None.

8. APPENDICES, DATA, REPORTS, AND FORMS

None.

9. RECORDS

The following records will be maintained by the DCC:

9.1 The original, signed copy of all OWIs.

9.2 The Master List of OWIs.

9.3 Documentation of the semi-annual review by the Department Manager or Deputy Manager.

10. TOOLS, EQUIPMENT, AND MATERIALS

None.

11. PERSONNEL TRAINING AND CERTIFICATION

None.

12. FLOW DIAGRAM

None.